



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	1-1-2011
Subchapter:	1	Forms	
Issuance:	16.24	CP&P Form 16-24, Local Office Bank Account Disposition/Refund Support	

Click here to view, complete, or print CP&P Form [16-24](#), Local Office Bank Account Disposition/Refund Support.

WHEN TO USE IT

The Local Office Bank Account Clerk (Custodian) completes CP&P Form [16-24](#) when reporting to the Office of Accounting either a refund of Local Office Bank Account Funds or Flex Funds, or a voided check from either source.

CP&P Form [16-24](#), in the form of a memo, identifies the check, the payee, the NJ SPIRIT case identification number, and other information needed by the Office of Accounting to process the request.

TIPS FOR COMPLETING THE FORM

The form is prepared by the Local Office Bank Account Clerk (Custodian), who:

- Enters "To" and "From" information, to route the memo.
- Checks a box, as applicable, to identify the funding source: LOBA Funds, Flex Funds, or Other. If "other," name the account/funding source.
- Checks a box, as applicable, to indicate a "Refund" or "Void."
- Enters information to identify the check, payee, case, etc., as indicated.
- Provides brief details to explain why moneys are being returned to the Office of Accounting. Include information about the disposition of funds (whether a new check will need to be issued, etc.).

DISTRIBUTION

Original - Office of Accounting Office of Accounting

Copy - Local Office fiscal records file (the "LOBA File"),
maintained by the Local Office Bank Account Clerk
(Custodian)

If voiding a check, attach the check to the memo. Write "void" on the front of the check in ink.

If refunding moneys, attach a check or money order for the refunded amount. Do not send cash through interoffice mail.